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10 June 1954

REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

I. Major Accomplishments and Significant Developments During FY 1954

1. Major effort was directed toward building a foundation for the Agency-wide Reports and Correspondence Management Programs-- i. e., one comprised of plans, regulatory material, operating guides, and publicity releases. To that end the following were initiated:

<u>Title</u>	<u>Percent Complete</u>
Program Master Plans	100
Program Regulations	90
"Correspondence Handbook" HB 	80
"Streamlining Your Writing"	75
"An Introduction to Reports Management"	95
"Correspondence Management"	75
"Analyzing Requirements for Administrative and Management Reports"	80
Miscellaneous publicity fliers	90

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2. The following area programs are in progress:

a. Logistics Office Correspondence Management Program - The analysis of division and branch reading files incident to establishing the program is 40% complete.

b. Logistics Office Reports Management Program - Proposed guides for installing the program are being reviewed by Logistics Office officials. Target date for launching the program is 15 June 1954.

c. Office of the Comptroller Reports Management Program - Proposed guides are being reviewed by officials of the Office of the Comptroller. An effort is being made to launch this and the Logistics Office program simultaneously.

3. Headquarters-wide use of Letterex was promoted 1 May 1954. During that month the quantity of Letterex issued to building supply rooms was enough for 87,500 correspondence assemblies. Usage figures indicate the Agency can expect increased savings in the preparation of its correspondence. Assuming conservatively that Letterex will be used for one million correspondence assemblies in FY 1955, clerical effort valued at \$44,000 will be conserved.

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II. Objectives for FY 55 and Status of Current Program

The essential guides are sufficiently complete to ensure Headquarters-wide promotion of the Reports and Correspondence Management Programs during FY 55. Specific objectives are:

1. Complete those guides initiated in FY 54.
2. Extend the Agency Reports and Correspondence Management Programs, as many Headquarters components as possible.
3. Develop and maintain a central index and file of case folders on each recurring administrative or management report submitted across Headquarters lines, and submitted from field activities to Headquarters components.
4. Collaborate with other Branch Chiefs of the Records Management Division in developing and maintaining a system for measuring, collecting, and reporting savings accruing from the Agency Records Management Program.
5. Develop, maintain, and publish a correspondex covering the standard requests and reports submitted throughout Headquarters.
6. Investigate the possibility of stocking only unwatermarked (sterile) stationery throughout Headquarters.
7. Develop a CIA Regulation for the preparation and handling of dispatches.
8. Investigate the possible Headquarters-wide use of dispatch forms in preassembled carbon interleaved sets.
9. Develop and implement (in collaboration with the Office of Training) a training program in Reports and Correspondence Management for operating personnel.
10. Provide a continuous variety of publicity releases to stimulate reports and correspondence management consciousness, publicize area program accomplishments, and exchange management ideas.

III. Program Outlook for FY 56

Original plans based upon a staff of [] called for the establishment of area reports and correspondence management programs throughout Headquarters by the end of FY 55. However, with budget limitations restricting the size of our staff to two analysts during FY 55 it is anticipated that this objective will be missed by 25% or 35%. Accordingly, major effort in FY 56 will be directed toward completing the establishment of area programs throughout Headquarters, and extending the programs to []

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